



Chesterfield County, Virginia
Department of Building Inspection

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WILLIAM D. DUPLER
Building Official

TO: Building Inspection Customers

FROM: Kim Clements, Automation Analyst

DATE: November 20, 2003

SUBJECT: Holiday inspection scheduling through the automated inspection scheduling system.

To avoid any confusion regarding the cutoff times for inspection scheduling on the new automated system, the following chart has been created to assist you.

To Schedule Inspections For:	Call in By...
Monday, December 1, 2003	Wednesday, November 26, 2003 prior to 8:00 p.m. ¹
Monday, December 29, 2003	Tuesday, December 23, 2003 prior to 8:00 p.m. ²
Friday, January 2, 2004	Wednesday, December 31, 2003 prior to 8:00 p.m. ³
Monday, January 5, 2004	Friday, January 2, 2003 prior to 8:00 p.m.

¹ The County offices will be closed for the Thanksgiving holiday November 27th through November 28th. The first available date to schedule inspections called in after 8:00 p.m. on Wednesday, November 26th will be Tuesday, December 2nd.

² The County offices will be closed for the Christmas holiday December 24 through December 26. The first available date to schedule inspections called in after 8:00 p.m. on Tuesday, December 23rd will be Tuesday, December 30th.

³ The County offices will be closed for the New Years holiday January 1st. The first available date to schedule inspections called in after 8:00 p.m. on Wednesday, December 31st and **before** 8:00 p.m. Friday, January 2nd will be Monday, January 5th. The first available date to schedule inspections called in **after** 8:00 p.m. on Friday, January 2nd will be Tuesday, January 6th.